



STATE OF WASHINGTON

COMMISSION ON HISPANIC AFFAIRS COMISIÓN DE ASUNTOS HISPANOS

Moses Lake
Study Session
Minutes
November 7, 2003

Roll Call:

Commissioners present: Leo Gaeta, Gabriel Banfi, Faviola Barbosa, Ed Davila, Uriel Iñiguez, Yvonne Lopez-Morton, Gabriel Portugal, and Homero Tamez.

Commissioners absent: Diana Avalos and Karla Padilla-Reyna.

Staff present: Antonio Ginatta

1. Administrative Issues:

- 2001-2003 Audit
 - Management Issues
 - According to audit, \$2000 in travel by Antonio was not properly approved. The Executive Director travel had been previously approved by the local CHA commissioner. Once Phyllis Gallegos resigned, there was no local commissioner to approve the travel. SACS (Small Agency Client Services) volunteered to be the approval agency. Auditor felt that SACS approval was inappropriate. Now, Uriel signs Antonio's travel vouchers. Antonio suggested that a policy be developed to not use SAC because it does not meet the regulations of the auditors.
 - Gift of public funds: CHA gave \$200 to the Unity Conference in 2001 as a co-sponsor. Auditor stated that this was an inappropriate gift of public funds. CHA can purchase a table at an event to provide CHA information so long as the event fits the mission statement. CHA cannot otherwise give money to sponsor events.
 - According to Auditor, CHA cannot pay for childcare at public meetings, as auditor considers childcare a gift of public funds. Antonio disagrees. Commissioners also expressed their disagreement. CHA will follow up on this topic

- Purchase card (credit card): Cannot use the purchase card to purchase airline tickets.
- Late fees on credit cards: Vita and Antonio will work on this to prevent any accumulation of late fees on the credit cards.
- Coffee and light refreshments can be provided at meetings if a memo is provided and signed for approval. Instead of developing a memo for every meeting, one memo will be developed to requested authorization for one year.
- Travel: Everyone will sign travel forms and turn into Antonio or Vita immediately following meetings.
- Antonio feels that he needs to back off of advocacy and concentrate on management of the office. He also believes that the administrative policies continued to need improvement. Leo proposed that a committee be formed to help with developing policies for these issues. Antonio will do all the research and committee will review and provide input to develop such policies. Antonio has asked that commissioners support him by taking over the advocacy part. He would also like to share the policies with other small agencies . Overall audit went well but we need to take care of these issues.

Overview January Activities:

- Legislative Reception & CHA Meeting: Jan 22 & 23
 - Thursday: Reception at about 5 pm w/ all three ethnic commissions. Last year each commissioner donated about \$25 to cover the cost of the reception. This year the Commission on African American Affairs will be taking the lead to organize the event and to find a sponsor for the reception. Acting Executive Director Prince is doing a good job in working on the planning.
 - Friday the 23rd will be a joint study session with commissioners from all three Commissions. A representative of the governor will attend. The CHA public meeting will be held in the afternoon.

Personnel Committee Report

- Meeting locations for 2004
 - Jan 22-23 Olympia
 - March 12-13 Pasco
 - May 14-15 Spokane
 - July 9-10 Longview (or Vancouver)
 - Sept. 17-18 Yakima
 - Nov. 12-13 Bellevue
- Meetings for 2005 (places suggested, dates will be established by the Personnel Committee):

- Walla Walla
- Wenatchee
- Sunnyside
- Aberdeen
- Everett
- Olympia

Awards Policy:

- Due to cost CHA will only provide a certificate (certificates will be consistent) and criteria will be developed for certificates – by March meeting.

Emergent Issues Committee (covering Racial Profiling, Immigration, & Health):

- Gabriel B (Chair)
- Leo
- Homero (Co-chair)
- Yvonne

Education & Economic Development Committee:

- Diane (Chair)
- Gabriel P.
- Faviola
- Uriel

Personnel Committee:

- Yvonne
- Uriel

Executive Committee:

- Leo
- Diana
- Yvonne
- Homero

Karla & Rebecca still need to sign up for committees. Antonio reminded the commissioners that no committee should have more than five members, because a committee of that size would constitute a quorum for doing business and would therefore require compliance with the Open Public Meetings Act.

Ed Davila submitted his resignation from the Commission. His recent appointment as Acting President of Grupo Mexico is a significant time constraint and he would be over-committed if he stayed on for his last year at the Commission. Because of the similar interests of Grupo and the CHA, Ed was sure he would continue to see and work with

commissioners in the future. The Commission supported his decision and wished him well on his work with Grupo Mexico.

Dr. Richard Gomez, Director of Migrant and Bilingual Education for OSPI presented to the Commission on the value of Dual Language Immersion programs as well as other programs and policies whose implementation would benefit the Latino community.

We will ask Dr. Gomez to provide us with a copy of his PowerPoint presentation to include with our study session minutes.

Meeting adjourned: 7:45pm.